



The University of Wisconsin – Madison is seeking information to lease estimated 4,000 – 30,000 square feet of office space within the city of Madison. Preferred locations would be proximate to the UW – Madison campus. We are looking to enter into a full-service gross lease, or leases, including all operating expenses, real estate taxes, utilities, in-suite janitorial, common area maintenance charges (CAM), parking, etc. It is necessary that the premises be in turnkey condition including furniture, data cabling, and all necessary tenant improvements. This solicitation may result in multiple leases of varying sizes. All leased premises must be available for occupancy no later than December 1, 2019 for an initial three or five-year term with two two-year renewals.

All responses should contain: gross rental rate, information on building common area amenities, ADA accessibility, parking, and existing building utilities services (including a list of telecommunications and fiber carriers). Buildings can be either single-tenant or multi-tenant. All office space should be above ground with windows, except storage rooms.

All responses must contain the following: a) area map indicating building location, b) site plan showing site access, parking, building access and configuration of building, c) floor plans, d) building photos, if applicable, and e) completed RFI Response Sheet (Exhibit A).

This is a Request for Information (RFI) and not a Request for Proposal (RFP). A formal RFP may not be issued, therefore, all responses must be as complete and accurate as possible. A breakdown of the rental rate is required on the submittals. Final terms and conditions are negotiable.

If you are interested in responding to this RFI, please email all requested information no later than **NOON, Thursday, April 17, 2019** to tammi.alexander@wisc.edu. All questions should be submitted to this via email.

Space Management Office - Facilities Planning & Management
30 North Mills Street, 4th Floor Madison, Wisconsin 53715-1211
(608) 263-3043 www.fpm.wisc.edu

Request for Information – Response Sheet
UW-Madison

RATE PROPOSAL:

I. SQUARE FOOTAGE

- A) Total useable square feet (does not include common area) _____
- B) Total rentable square feet (includes common area) _____

II. RATE CALCULATION: Per Rentable square footage

Complete the following: (amounts should be listed as cost per square foot)

- A) Base Building Rate. (Net Rate). _____/sq. ft.
- B) Premise Utility Costs – (heat, air conditioning, water, and electrical for lights and outlets) _____/sq. ft.
- C) Janitorial Services (assume full-service 5 days per week) _____/sq. ft.
- D) CAM (insurance, full demised Premise maintenance and all other facility costs) _____/sq. ft.
- E) Real Estate Taxes _____/sq. ft.

Total Gross Rate Offered Per Rentable Square Foot Per Year _____/sq. ft.
(Sum of A, B, C, D, E)

Tenant Improvement Allowance included in the base rate _____/sq. ft.

Furniture Cost Allowance included in the base rate _____/sq. ft.

Data Cabling Allowance included in the base rate _____/sq. ft.

III. TERMS AND CONDITIONS:

- A) Annual Escalator: _____
- C) Length of Lease: Three (3) to Five (5) years
- D) Renewal Option(s): Multiple renewal options
- E) Tenant Access: No later than November 15, 2019
- F) Tenant Occupancy Date: No Later than December 1, 2019

IV. SUBMITTED BY:

Contact Name

Firm Name

Firm Street Address

Firm City, State, Zip

Telephone Number/ Fax Number

Authorized Signature

Proposed Street Address

Proposed City, State, Zip